# **Searching the Permit Database**

### Accessing the ePermitting Website

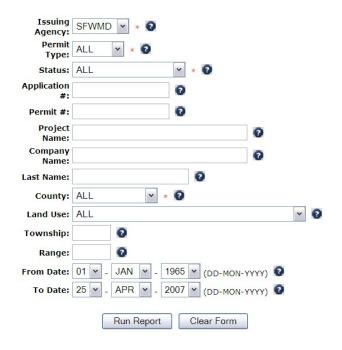
- 1. Start your web browser.
- In the address bar, type in the address www.sfwmd.gov
- Click on ePermitting in the navigation pane on the left.
- In the sub-menu that appears, click on Application/Permit Search.



### Searching the Database

- Enter all of the search parameters in the appropriate fields. An example is shown in the figure on the right.
- 2. Click Run Report when finished.
- All results will be displayed. If necessary, you can click **New Search** at the top of the window to re-query the database.

Note: Be patient, depending on the size of your report and the speed of your internet connection, it may take a few minutes to display your results.



# **Report Field Descriptions**

Application #	A unique number used to identify an application. Specifies the received date and the order it was received in for that day (e.g. 070101-1, first two digits = year, 3rd & 4th digits = month, 5th & 6th digits = day, digit after hyphen = order.)	NRM Reviewer	The natural resource management (environmental) reviewer associated with the project and his/her phone number.
Final Action Date	The date the application was finalized/approved by the issuing agency.	Permit #	A unique number used to identify the permit (e.g. 36-00001-P, 2 digit county code, 5 digit seq. #, letter for permit type).
Board Date	The date the application is scheduled to be presented to the Governing Board for approval or denial.	Permit Type	The type of permit the application is being considered for e.g. "Environmental Resource General Permit Modification").
Default Date	The 60-day (GP) or 90-day (IND) date that the applications will by default be issued as a permit.	Project Acres	The portion (acres) of the project that is being serviced or irrigated by this particular application.
Expiration Date	The date the permit will expire and no longer be active.	Project Name	Name given by the applicant to describe the project.
Issuing Office	The office location of the issuing agency where the application is being reviewed or where the permit was issued.	Receiving Body/ Water Source	ERP/SWM - The primary receiving body of water into which the project is discharging. WU – The primary water source from which the project is withdrawing.
Land Use(s)	The description of the land or water use (e.g. agricultural, residential, commercial, etc.) for the project.	Status	The current status of the application (e.g. "Under review", "No response", "Complete") /permit.
Letters	CAW – Confirmation of Application Withdrawal, CLO – Close Out, COM – Completeness Letter, EXT – Extension to Request for Additional Information, LT1 – Late Letter 1 LT2 – Late Letter 2, LT3 – Late Letter 3, PCC – Phone Call Contact, RAI – Request for Additional Information RPD – Response/Deny Letter	Waiver Date	The date a request to waive the application is received.
Location	The county in which the project is located and the section/township/range	Waiver Exp Date	The date the waiver expires and the timeline starts again.
30-Day Deadline	The date by which the reviewer must take action on the application. The 30-day date is generated based on the status of the application.	WU Reviewer	The water use reviewer associated with the project and his/her phone number.

## View All Documents Attached to the Application

- If documents have been electronically attached to the application or permit file, they
  will be available by clicking on the Appl No#.
- In the new window that appears, click on folder at the bottom of the screen to view all attached documents.
- The folder will expand and list any documents attached to the file.
- To view the document, click on the filename.
   It will open in a new window where you can view, save, or print the file.



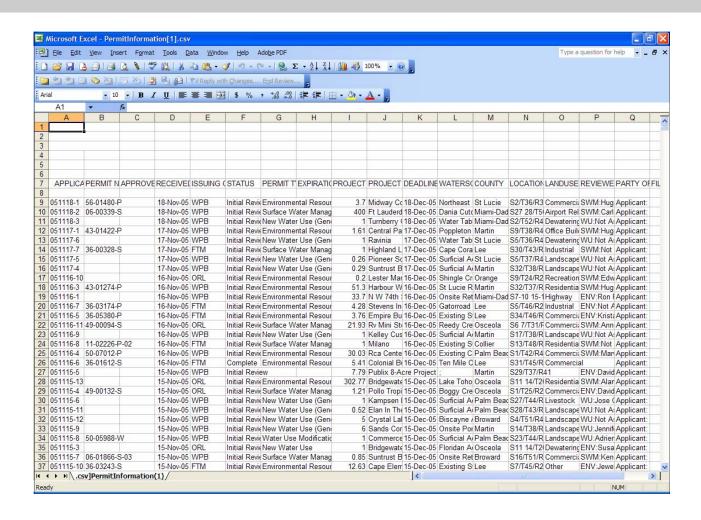
Note: In order to view attached documents you must have Adobe Acrobat Reader installed on your computer. It is a free download and can be obtained from

http://www.adobe.com/products/acrobat/readstep2.html

#### **Download Results to Excel**

- If necessary, enter all of the search parameters in the appropriate fields. Click Run Report when finished.
- All results will be displayed.
- To download all results to an Excel spreadsheet, click the **Download Results** link at the top of the page.
- The file Download dialog box will appear, click
   Open.
- The document will open within Microsoft Excel.
   Now you may use all of your Excel tools to manipulate the information. (See an example on the next page.)





Note: In order to download the results to Excel, you must have it installed on your computer. For more information about purchasing this software, go to http://www.microsoft.com/office/excel/prodinfo/